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ABSTRACT

This combination guide and bibliography is designed to assist students enrolled in classes in the criminal justice/corrections field. Step-by-step guidelines for writing a term paper are presented along with a bibliography listing resources dealing with corrections and criminal justice that are available in the Chicago State University library. Procedures for choosing a topic are outlined. The next section, which deals with finding materials on a given term paper topic, includes general guidelines for using various types of reference materials (abstracts and indexes, bibliographies, dictionaries and encyclopedias, dissertations and masters theses, handbooks and manuals, statistics, and yearbooks) and describes several relevant examples of each type of publication. Concluding the guide is a bibliography of works dealing with composing a research paper. (MN)

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A GUIDE TO RESEARCHING THE CRIMINAL JUSTICE/CORRECTIONS FIELD

A BIBLIOGRAPHY

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ABSTRACT

With the premise that at some point most students in the criminal justice/corrections field are required to write a major term paper before completing their undergraduate degree, this guide is designed to assist students in meeting that requirement. Though the guide includes major sources available at Chicago State University, it is universally applicable to most libraries and students. It takes the student from the first step of choosing the topic to the final step of writing the paper. The task of finding materials on the topic is significantly addressed. Major abstracts and indexes in the criminal justice field are included along with brief annotations. Bibliographies, encyclopedias, yearbooks, handbooks, manuals, dictionaries, and statistical sources are covered as well.

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I. INTRODUCTION

Eventually, most students at Chicago State University are required to write term papers for corrections classes; this guide is intended to assist students in meeting that requirement. It lists resources for researching the criminal justice/corrections field. The guide takes the student from the first step of choosing a topic, to finding resources on the topic, and to compiling the final paper. All of the resources listed in this bibliography are available at Chicago State. Call numbers and other locational information appear with the titles to provide greater convenience for students.

II. CHOOSING A TOPIC

For some this is the most difficult portion of the research paper. You must strike a balance between choosing a topic which is too unwieldy and one which is too narrow. If the instructor has not already assigned a research topic, some suggestions follow for choosing suitable subjects:

1) Glance at topics in volumes of indexes and abstracts which are pertinent to your subject area. For criminal justice this includes titles such as Social Sciences Index, Criminal Justice Abstracts, and Psychological Abstracts.

2) Look at the table of contents of magazines which are prominent in the corrections field, for example: Crime and Delinquency, Journal of Criminal Justice, and Corrections Today. For other journal titles check Douglas Library Periodicals by Subject.

3) Check subject dictionaries and encyclopedias in the field. Possible titles include: Encyclopedia of Criminal Justice (Ref HV6017.E52 1983), Crime Dictionary (Ref HV6025.D43), and The Criminal Justice Dictionary (Ref HV6017.B4).

4) Check the indexes in criminal justice books.

III. FINDING MATERIALS ON YOUR TOPIC

After you have chosen your topic, you will want to check on the availability of materials. To find out what is available, check indexes and abstracts for magazine articles and the subject card catalog for books in the library.

A. ABSTRACTS AND INDEXES

These titles will help you locate both books and magazine articles on your subject.

Criminal Justice Abstracts. Monsey, NY: Willow Tree Press.
Formerly: Crime and Delinquency Literature.
CSU has v. 9(1977)--present.
Provides international coverage of books, journal articles, reports, and dissertations on subjects relating to crime and criminal justice.

Crime and Delinquency Literature. Paramus, NJ: National Council on Crime and Delinquency. Title changed to Criminal Justice Abstracts with volume 9. CSU has v. 4(1972) -- v. 8(1976).
Gives international abstracting coverage of literature pertinent to the field.

Crime and Delinquency Abstracts. Rockville, MD: U.S. National Clearinghouse for Mental Health Information.
Formerly: International Bibliography on Crime and Delinquency.
Ceased publication in 1972.
CSU has v. 4(1966) -- v. 8(1972).
Contains abstracts of research and professional literature in criminology.

International Bibliography on Crime and Delinquency. Bethesda, MD: U.S. National Clearinghouse for Mental Health Information.
Title changed to Crime and Delinquency Abstracts with volume 4.
CSU has v. 2(1964) -- v. 3(1966).
Provides abstracts of research and literature in crime and delinquency.

Psychological Abstracts. Lancaster, PA: American Psychological Association.
CSU has v. 1(1972) -- present.
Provides abstracts of books, research, periodical articles, and reports in psychology and related subjects. Subjects covered in the area of criminology include crime victims, sex offenses, theft, shoplifting, halfway houses, etc.

Readers' Guide to Periodical Literature. New York: Wilson.
CSU has v. 1(1905) -- present.
Gives general coverage of popular periodicals in numerous subject fields. Topics relative to corrections include crime and the poor, crime and criminals, criminal law, criminal records, etc.

Social Sciences Index. New York: Wilson.
Formerly: Social Sciences and Humanities Index.
CSU has v. 1(1974) -- present.
Includes citations for topics in the social sciences. Criminal justice, delinquency and related topics are covered.

Sociological Abstracts. New York: Sociological Abstracts.
CSU has v. 1(1952) -- present.
Contains abstracts of periodicals in the field of sociology. Pertinent criminal justice topics include criminal justice, crimes, prisons, probation, etc.

B. USING ABSTRACTS AND INDEXES

Abstracts and indexes have different arrangements. Most indexes are listed alphabetically by subject, such as Readers' Guide to Periodical Literature and Social Sciences Index. Others have their subject indexes on pages at the end of the individual issues with a reference number to information in the issue, for example Psychological Abstracts and Criminal Justice Abstracts.

STEPS IN FINDING INFORMATION

1. The first step in using an index or an abstract is to locate the subject that you are researching.

   Remember in using an index or abstract that terminology differs; thus, it is important to ascertain whether the term you are using as the subject is the actual one under which information is listed. To determine this, check a thesaurus if the index or abstract has one. If there is not a thesaurus, check for information under the term which you think is being used. If it does not appear in the index or abstract, check under other synonyms for the subject.

2. Look at the entries under the subject that you have just located. A typical entry in an index looks like the following:

Crime reports

New system developed for uniform crime reports. John Paulsen. Criminal Reports, USA 5:36-8 S'83

Crime reports	=	subject listing in the index
New system developed for uniform crime reports	=	title of the article
John Paulsen	=	author of the article
Criminal Reports, USA	=	journal in which the article is located
5:36-8	=	volume 5 pages 36-38
S'83	=	September 1983 issue of Criminal Reports, USA

3. Next, check CSU Periodicals List to see if the library owns the journal or magazine. The list is located at the reference desk.

4. Locate the journal on the shelves.

   a. If the journal article is dated 1984 and prior, go to the bound periodicals section for the title.

   b. If the article is dated 1985, go to the Serials Department where current periodicals are kept.

C. BIBLIOGRAPHIES

These bibliographies provide convenient information for finding sources on criminal justice.

California. University. Institute of Governmental Studies. Administration of Criminal Justice, 1949-1956; a Selected Bibliography. Montclair: NJ: Patterson Smith, 1970. KF9223.A1C2 1970

_____. Bibliography of Crime and Criminal Justice, 1932-1937. Montclair, NJ: Patterson Smith, 1969. Ref KF9223.A1C26 1969

_____. Bibliography of Crime and Criminal Justice, 1927-1931. Montclair, NJ: Patterson Smith, 1969. Ref KF9223.A1C25 1969

_____. Sources for the Study of the Administration of Criminal Justice, 1938-1948; a Selected Bibliography. Montclair, NJ: Patterson Smith, 1970. KF9223.A1C3 1970

Cumming, Sir John Ghest. A Contribution Towards a Bibliography Dealing with Crime and Cognate Subjects. 3d ed. Montclair, NJ: Patterson Smith, 1970. Ref Z5118.C9C9 1970

Felkenes, George and Becker, Harold K. Law Enforcement; a Selected Bibliography. 2d ed. Metuchen, NJ: Scarecrow Press, 1977. Ref KF9201.F44

Hewitt, William H. A Bibliography of Police Administration, Public Safety, and Criminology to July 1, 1965. Springfield, IL: Thomas, 1967. Z7164.P76H4

Kinton, Jack F. Criminology, Law Enforcement, and Offender Treatment. Aurora, IL: Social Science and Sociological Resources, 1974. Ref Z5118.C9K5

Klein, Carol and Horton, David M. Bibliographies in Criminal Justice; a Selected Bibliography. Washington, DC: U.S. Dept. of Justice, National Institute of Justice, 1979. J28.11:C86 (in government publications)

Marcus, Marvin. Criminal Justice; a Bibliography. 2d ed. Atlanta: School of Urban Life, Georgia State University, 1976. Ref KF9223.A1M37 1976

Radzinowicz, Leon and Hood, Roger. Criminology and the Administration of Criminal Justice; a Bibliography. Westport, CT: Greenwood, 1976. Ref Z5118.C9R3

Tompkins, Dorothy. The Offender; a Bibliography. Berkeley: Institute of Governmental Studies, University of California, 1963. Ref Z5118.C9T6

Wolfgang, Marvin E., et. al. Criminology Index; Research and Theory in Criminology in the United States, 1945-1972. New York: Elsevier, 1975. Ref Z5118.C9W64

_____. Domestic Criminal Violence; a Selected Bibliography. Washington, DC: U.S. Dept. of Justice, National Institute of Justice, 1982. J28.11:D71 (in government publications)

BIBLIOGRAPHIES (cont.)

Wright, Martin, ed. Use of Criminology Literature. Hamden, CT: Archon Boos, 1974. RefZ5118.C9W74 1974

D. DICTIONARIES AND ENCYCLOPEDIAS

For defining terms in the field, subject dictionaries and encyclopedias are sometimes better to use than general ones. Subject dictionaries and encyclopedias often provide more details and longer descriptions than regular ones.

Beckman, Erik. The Criminal Justice Dictionary. Ann Arbor, MI: Pierian Press, 1979. Ref HV6017.B4

DeSola, Ralph. Crime Dictionary. New York: Facts on File, 1982. Ref HV6025.D43

Fricke, Charles William. 5000 Criminal Definitions, Terms and Phrases. 5th ed. Los Angeles, CA: Legal Book Corp., 1968. Ref KF9217.F7 1968

Kadish, Sanford H. Encyclopedia of Crime and Justice. 4 volumes. New York: Free Press, 1983. Ref HV6017.E52 1983

Martin, Julian A. and Astone, Nicholas A. Criminal Justice Vocabulary. Springfield, IL: Charles C. Thomas, 1980. Ref HV6017.M37

Rush, George E. Dictionary of Criminal Justice. Boston: Holbrook Press, 1977. Ref HV6017.R87

Salottolo, A. Lawrence. Modern Police Service Encyclopedia; an Up-to-Date Nontechnical Encyclopedic Handbook, Defining and Describing More Than 2,000 Separate Terms and Subjects from A to Z. Rev. ed. New York: Arco, 1970. Ref HV8133.S2 1970

Search Group. Dictionary of Criminal Justice Data Terminology: Terms and Definitions Proposed for Interstate and National Data Collection and Exchange. 2d ed. Washington, DC: U.S. Dept. of Justice, Bureau of Justice Statistics, 1981. J29.9:NCJ-76939 (in government publications)

Williams, Vergil L. Dictionary of American Penology. Westport, CT: Greenwood Press, 1979. Ref HV9304.W54

E. DISSERTATIONS AND MASTER THESES

Dissertations and master theses provide valuable information about the research conducted in programs at universities offering degrees in criminal justice.

Dissertation Abstracts International. Ann Arbor, MI: University Microfilms. v. 1(1938)--current. Title varies: v. 1-11 titled Microfilm Abstracts, v. 12-29 titled Dissertation Abstracts. (index shelves)

Master Abstracts. Ann Arbor, MI: University Microfilms. v. 1(1962)--current. (index tables)

F. HANDBOOKS AND MANUALS

Handbooks and manuals are assemblies of miscellaneous information about facts in the field.

Carlson, Ronald. Criminal Justice Procedure for Police. Cincinnati: W. H. Anderson, 1970. DF9619.C35

Gammage, Allen Z. and Hemphill, Charles. Basic Criminal Law. 2d ed. New York: McGraw-Hill, 1979. KF9219.8P65G3 1979

The Law Officer's Pocket Manual. Washington: Bureau of National Affairs. Ref HV8141.L38x

G. STATISTICS

Statistical Abstract of the United States. Washington, DC: U. S. Dept. of Commerce, Bureau of the Census. Ref HA202Un5sx

U.S. Bureau of Justice Statistics. Criminal Victimization in the United States. J29.9:NCJ-90208 (in government publications)

U.S. Federal Bureau of Investigation. Uniform Crime Reports for the United States. Washington, DC: U.S. Dept. of Justice, Federal Bureau of Investigation. Ref HV6787.A3

H. YEARBOOKS

These sources provide excellent overviews of events, statistics, and other information about what has occurred in the field during the year.

Criminology Review Yearbook. v. 1--. Beverly Hills, CA: Sage Publications.
HV6001.C75

Tonry, Michael and Morris, Norval, eds. Crime and Justice; an Annual Review of Research. Chicago: The University of Chicago Press, 1979--
HV6001.C672

IV. COMPOSING THE PAPER

After collecting data about your topic, the next step is to organize the information and write the paper. Many students experience difficulties at this step. A number of books have been written to assist in the composition of the actual research paper. The books which are listed here give information on compiling the paper--writing the outline, paragraph structure, writing footnotes and bibliographies, etc.

Allen, George R. The Graduate Student's Guide to Theses and Dissertations; a Practical Manual for Writing and Research. San Francisco: Jossey-Bass, 1973. LB2369.A595

Behling, John H. Guidelines for Preparing the Research Proposal. Washington, DC: University Press of America, 1979. LB2369.B33 1979

Berry, Ralph. How to Write a Research Paper. New York: Pergamon Press, 1969. Ref LB2369.B38 1969

Campbell, William and Ballou, Stephen. Form and Style: Theses Reports, Term Papers. 5th. ed. Boston: Houghton Mifflin, 1978. Ref LB2369.C3 1978

Canavan, P. and Parker, Lawrence. The Library Research Paper. Dubuque, IA: W. C. Brown, 1965. Ref LB2369.C33

Keithley, Erwin and Schreiner, Philip. A Manual of Style for the Preparation of Papers and Reports. Cincinnati: Southwestern, 1971. Folio PE1478.K38 1971

Lester, James. Writing Research Papers; a Complete Guide. 2d ed. Glenview, IL: Scott, Foresman, 1976. LB2369.L4 1976

Modern Language Association of America. The MLA Style Sheet. 2d ed. New York, 1970. Ref Z253.M73 1970

Norse, Grant. Complete Guide to Organizing and Documenting Research Papers. New York: Fleet, 1974. LB2369.M64

Perrin, Porter G. Writer's Guide and Index to English. 4th ed. Glenview, IL: Scott, Foresman, 1968. Ref PE1411.P4 1968

Pugh, Griffith. Guide to Research Writing. 3d ed. Boston: Houghton Mifflin, 1968. PE1478.P8 1968

Seeber, Edward. A Style Manual for Students; for the Preparation of Term Papers, Essays and Theses. 2d rev. ed. Bloomington, IN: Indiana University, 1967. Ref LB2369.S4 1967

Sugden, Virginia. The Graduate Thesis; the Complete Guide to Planning and Preparation. New York: Pitman, 1973. LB2369.S83

Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago, 1973. Ref LB2369.T8 1973

_____. Student's Guide for Writing College Papers. 3d ed. Chicago: University of Chicago, 1976. Ref LB2369.T82 1976

United States Government Printing Office. Style Manual. Rev. ed. Washington, DC: U.S. Government Printing Office, 1973. Ref Z253.U58 1973

Williams, Cecil and Stevenson, Allan. A Research Manual for College Studies and Papers. Rev. ed. New York: Harper, 1951. LB2369.W5 1951